

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: January 21, 2016
POSITION: Administrative Assistant (Docketing Services)
LOCATION: 500 Pearl Street, New York, NY
TERM: Permanent
CLASS LEVEL: Up to CL 23
SALARY: \$23,243 - \$58,813
(Depending on qualifications & experience)
CLOSING DATE: February 5, 2016
VACANCY NO: 16-08R (Repost)

DUTIES AND RESPONSIBILITIES: The incumbent provides clerical and administrative assistance to the Docket Services Unit. Duties include: filing documents, scanning documents, making copies for mailing. The incumbent will have docketing duties which will include, but are not limited to, certified mail receipts, return mail receipts, letters, mail returned to the court; receives, screens, and refers telephone callers who include, but are not limited to, attorneys, pro se litigants, chambers and other units of the Clerk's Office; screens incoming mail and routes to appropriate destinations; performs data entry into check log system; serve as backup to Associate Docket Clerks, and performs other duties as assigned.

REQUIRED QUALIFICATIONS: To qualify for a CL-22 level, applicant must be high school graduates or equivalent. To qualify for a CL-23 level, applicant must have at least two years of general experience. The position requires excellent written and oral communication skills, strong interpersonal skills, computer literacy and knowledge of legal terminology. The incumbent must be punctual and maintain good time and attendance. Applicants must be able to type at least 50 w.p.m. College education is highly desirable.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position, including, but not limited to filing, record keeping, typing, public contact and telephone usage.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter. The cover letter should indicate the position for which you are applying, and identify how your education and/or experience relate to the duties and responsibilities of the position.

Resumes without the cover letter addressing the qualifications will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

U.S. DISTRICT COURT 500
PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: HUMAN RESOURCES, SUITE 310
OR
Personnel@nysd.uscourts.gov

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.

APPLICANTS MUST BE UNITED STATES CITIZENS.

EQUAL OPPORTUNITY EMPLOYER